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27 October 1971

MEMORANDUM FOR: Administrative Officer,
SUBJECT : Administrative Notes No. 132

1. Plans have been completed for the Family Visitation Program to be held at 10:30 a.m. and 12:00 p.m. on the 30th of October. The program itself will be constituted as follows:

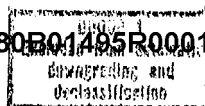
<u>Location</u>	<u>Events</u>
Auditorium	Introductory Remarks by DDI
Auditorium	Film "Need to Know"
Headquarters	Tour
Cafeteria (North)	Lunch
Employee's Office	Tour (as approved by Office Director)

2. The following places will be open for showing:

- a. Library (Room 1E41) from 10:00 a.m. to 2:30 p.m.
- b. North Cafeteria serving lunch from 11:30 a.m. to 2:00 p.m.
- c. EAA Store (no sales) (Room 1J37) from 11:00 a.m. to 2:00 p.m.
- d. Credit Union (Room 1J33) from 10:30 a.m. to 2:30 p.m.
- e. Signal Center from 11:30 a.m. to 2:30 p.m.
- f. Employees Art Show, 1D Corridor.
- g. Photo Exhibit, 1A Corridor.

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h. OCS Computer Center
10:30 a.m. to 2:00 p.m.

i. CRS Computer Center
from 11:30 a.m. to 2:00 p.m.

25X1 3. [] Key Building will be open from 2:00 p.m. to 4:30 p.m. The Operations Center will be open for OCI employees and their guests; other Agency employees with "H" badge indicators may bring their guests into the Center, but only into the counter area. *

4. The front entrance of the auditorium and the Headquarters Building should be used. Departure may be from any exit.

5. Employees are reminded that they must show their Headquarters badge for admission to these activities.

6. Parking is provided in the usual area: North, South and West parking in order of proximity (no reserve lane parking).

[]
Chief, Administrative Staff
O/DDI

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* The ops center does not intend to try and enforce this discriminatory clause. If it gets too hectic, they will close the center to visitors temporarily.

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Excludes from automatic
downgrading and
declassification